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1. Introduction

This document is intended to give users more information about the new Purchasing Card solution; it can also be used by users along side the Online P-Cards Training that should be provided before users attempt to use the new solution.

2. Card Application

Forms are found on the Intranet under the Purchasing office

Purchasing Card application submitted to Purchasing Office

See web for terms & conditions.

Also make note of Financial Regulations 15 and 5.

3. Card Usage

The card is used to incur various one-off expenses. This information is collected by Barclaycard and on a monthly basis, they send us a file containing the past months transactions.

Barclaycard send the files to Barclay's 'accservices.barclaycardbusiness.co.uk' website. An email is then sent to the pcards email address to notify us that the file is ready for collection.

4. Manual File Upload

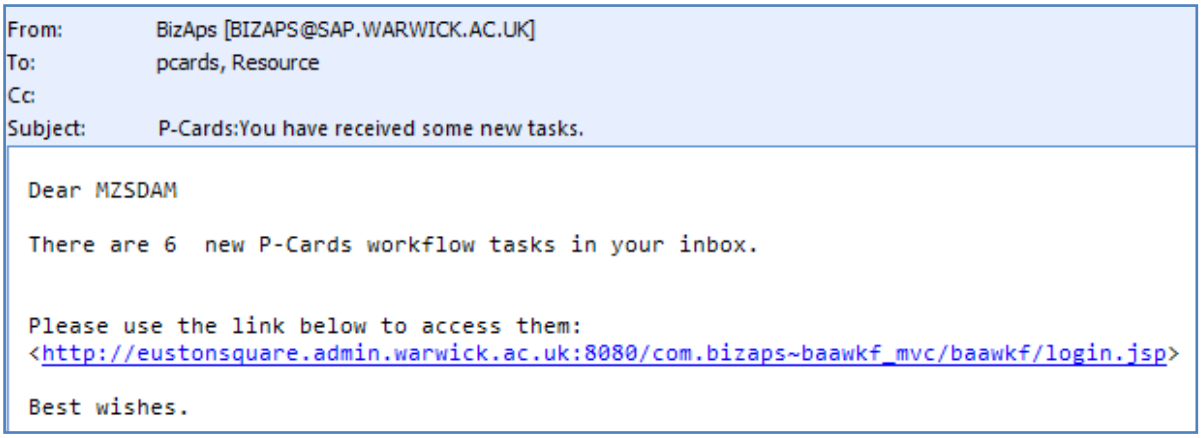
This process will be completed by central finance on a monthly basis on or around the 21st of the month.

5. Start of Coding Process for Departments

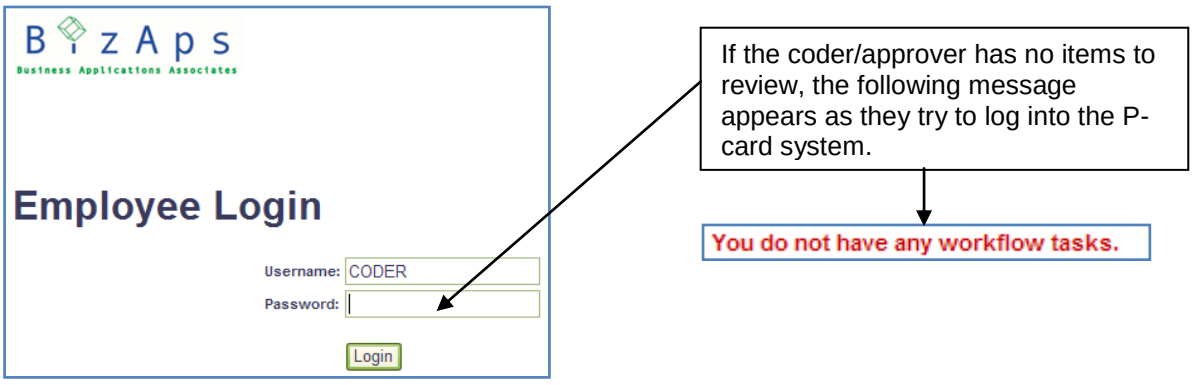
When the file is uploaded, the emails are triggered to the appropriate users advising them that they have items to code.

Emails will only be sent to those if the card(s) allocated to them has/have been used.

In your email box, an email pops up, click on the link.



Username and Password is the same as that in SAP



5.1. Coding Process

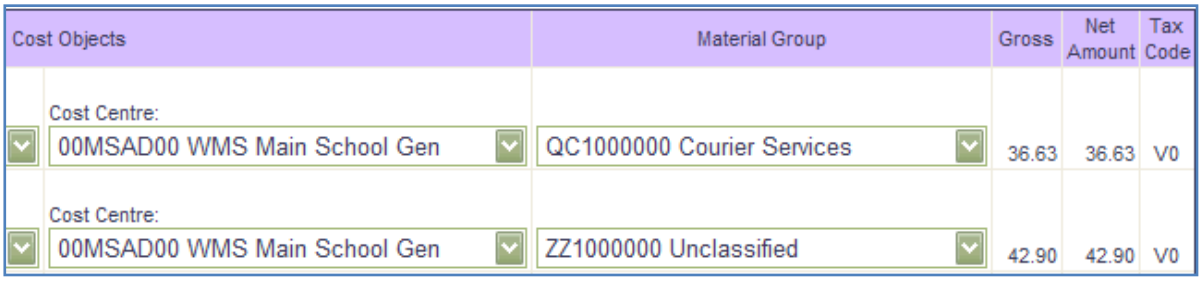
Once logged on, the user is presented with a list of transactions which have been made against each Barclaycard for which they are responsible for coding.

Each transactions shows:

- Card Owner name
- Last four digits of the card number
- Transaction date
- Merchant (Name of Supplier)

- General ledger account

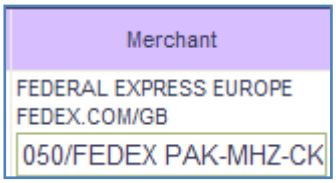
- Cost Collector (Type/Object)
- Material Group
- Gross Amount
- Net Amount
- Tax Code



5.2. Merchant

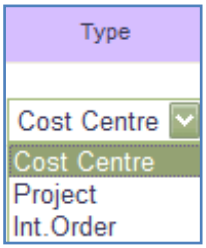
The merchant name with whom the expenditure was made is not changeable.

The narrative box below the merchant name is the category for the merchant as defined by Barclaycard. This field is what will be pulled through onto your line item reports once the transactions have been posted. This field can be changed if you wish, and it allows up to 40 characters. If changes are made, the change is recorded (but retained centrally) against the line item, therefore the text must give a true description of the type of purchase made.



5.3. Type

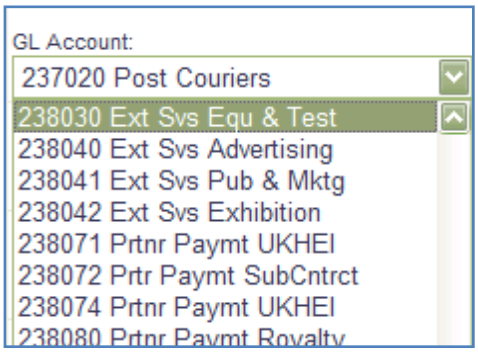
This is the type of cost object the transactions can be coded to. Cost Centre, Project, Internal Order.



5.4. GL Account

The general ledger defaulted through depends on how Barclaycard categorised the merchant.

This field will always be populated with a general ledger account number. For example, 'AMAZON SVCS EU-UK AMAZON.CO.UK ' is categorised as book stores, therefore the GL will be 236102 for Books. If this is incorrect, it can be changed. You can either start typing the GL into the field and the cursor will move to it, or you can select from the drop down list.


GL Account:
237020 Post Couriers
238030 Ext Svs Equ & Test
238040 Ext Svs Advertising
238041 Ext Svs Pub & Mktg
238042 Ext Svs Exhibition
238071 Prtnr Paymt UKHEI
238072 Prtr Paymt SubCntrct
238074 Prtnr Paymt UKHEI
238080 Prtnr Paymt Royalty

The defaulted general ledger cannot be specific to the purchase; it is specific to the merchant category.

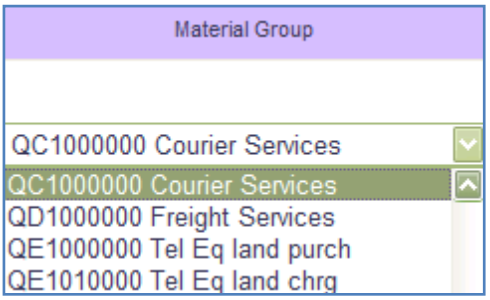
5.5. Cost Objects

The default cost collector will default through; the code depends on the set up as requested for that particular card holder.

The cost objects changes according to what has been selected in the Type field. If the type is Cost Centre, you are presented with a list of cost centres that have been assigned to you. If the type is Project, you will get a list of projects. If you have selected a type and nothing appears on the list, this means cost objects of that type have not been assigned to you.

5.6. Material Group

Similar to the GL, this has been defaulted according to the category of the merchant. You are advised to change this to something more appropriate where necessary.

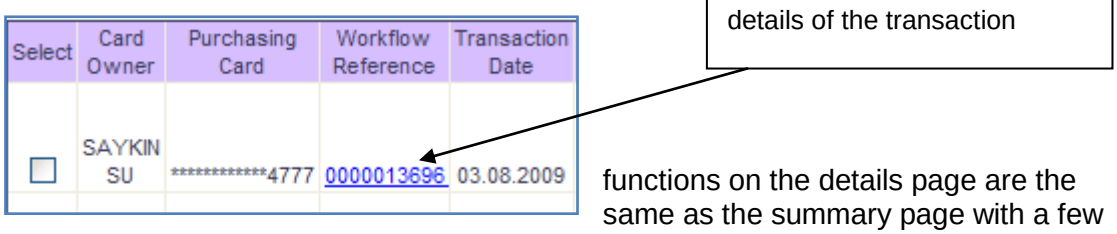


5.7. Tax Code

If the file from Barclaycard shows that there is no VAT on a transaction the Tax code defaults to V0. If a transaction on the file shows that there is standard rate vat charged then the tax code defaults to V1.

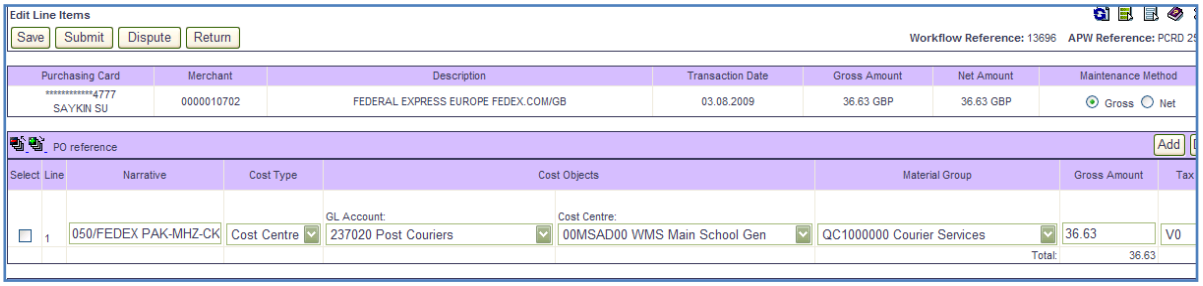
N.B. The default tax code for items without tax has been discussed with the Tax Manager. Items that have no VAT applied can either be zero rated, exempt or outside the scope. The system is unable to differentiate between these three when the transaction simply shows 0% vat, therefore it has been agreed that the default for such items can be V0. It is then up to the user to re-code as appropriate.

5.8. Workflow Reference



The functions on the details page are the same as the summary page with a few

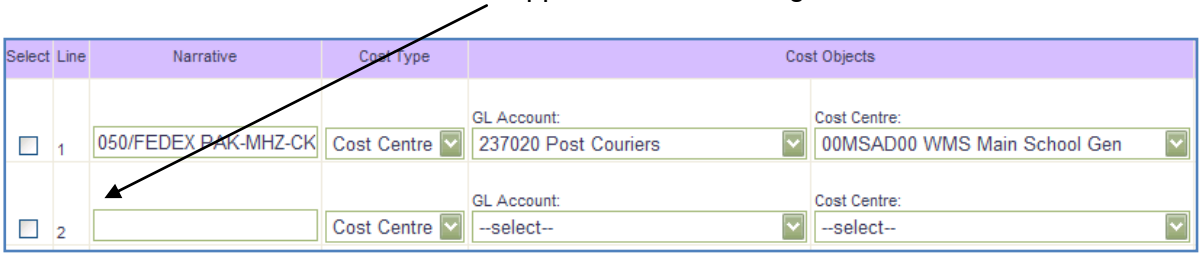
extras.



From this screen you can split the cost of the transaction and add additional text to support the transaction.

5.9. Splitting Costs

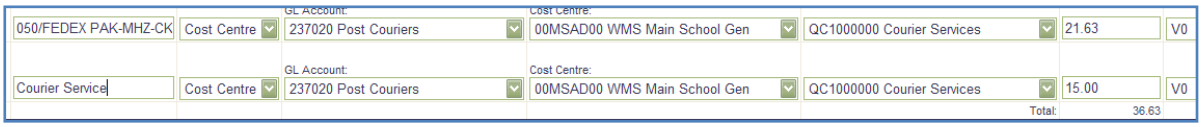
Click the Add button, and a new line appears under the original.



Complete the details as required.

- Enter text into the narrative box
- Select a cost type
- Select a general ledger
- Select a material group
- Enter the amount
- Select a tax code
- Remember you will also need to change the amount on the first line

All lines must add up to that in the header.

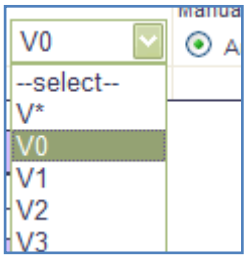


If the lines do not add up you will get the following message.

Similarly if you have created a line and it is not needed select the line and click the delete button Del, and the line disappears.

5.10. Changing Tax Codes

The tax code can be changed as appropriate. If you have received a vat invoice for a transaction, the invoice is always correct. If the transaction on the screen does not show the VAT, it is due to the fact that the merchant has not supplied this information to Barclaycard. In this case you should change the tax code to match that on the invoice.

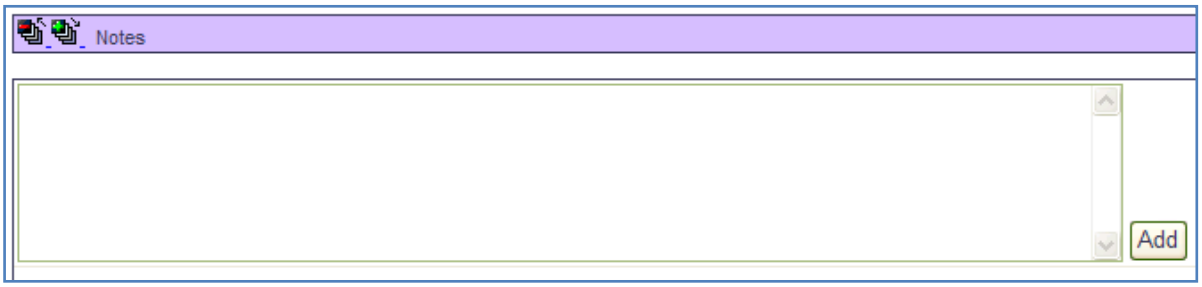


Warning

If you do not have a proper VAT invoice or the document you have received from the vendor does not show that VAT has been charged, you must not change the code to V1. Without the proper documentation we will not be able to reclaim the VAT.

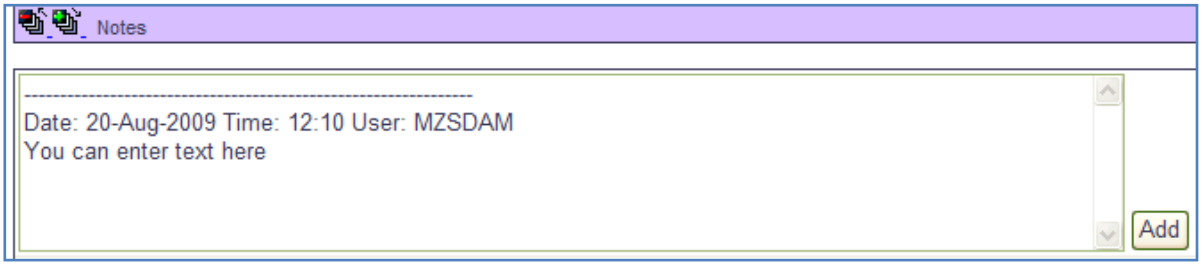
5.11. Adding Extra Text

On the details screen there is a place where additional notes can be added. The top box records the text that is entered.



Click on the ‘Add’ button and a new box appears.

When you click the save button the text is saved with a date, time and user stamp to show who added the information and when.

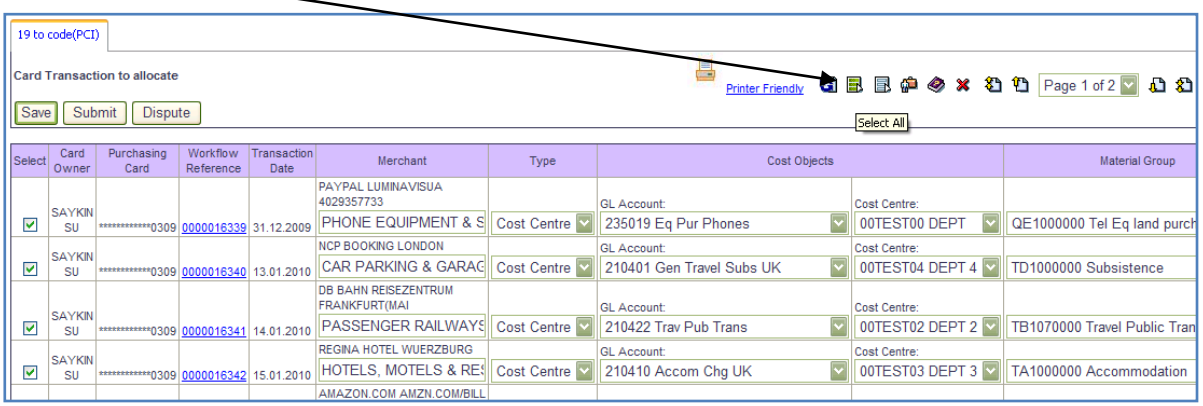


Certain types of transactions must have additional information included, and you add this as additional text here.

Once items have been completed they can be submitted from this screen, or the coder may save it and return to the summary page to code up all the transactions and submit them all together.

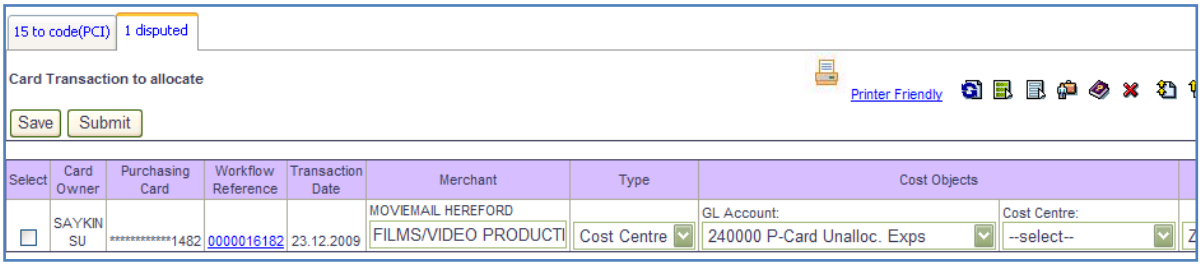
5.12. Submit

Select the items by clicking in the box next to each line, or if all items are to be submitted, click the select all icon. Then click the 'Submit' button.



5.13. Dispute

Select the item and click the 'Dispute' button. This will put that item onto a separate tab. Once the item has been resolved it can be coded and submitted in the usual way.

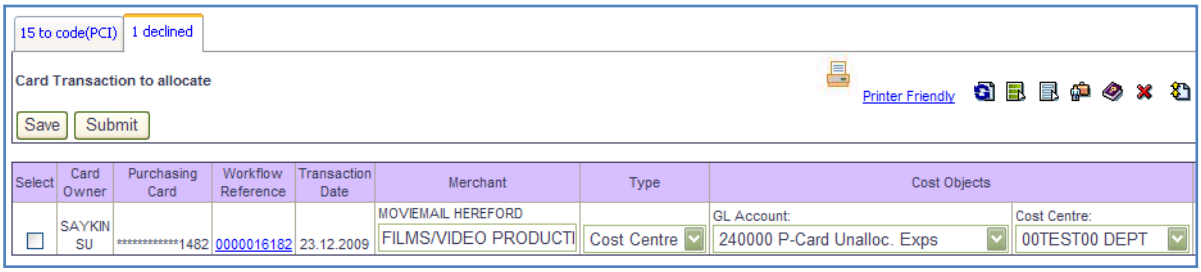


Items put into dispute can be reported so that a approver can see what items the coder is currently disputing.

5.14. Declined

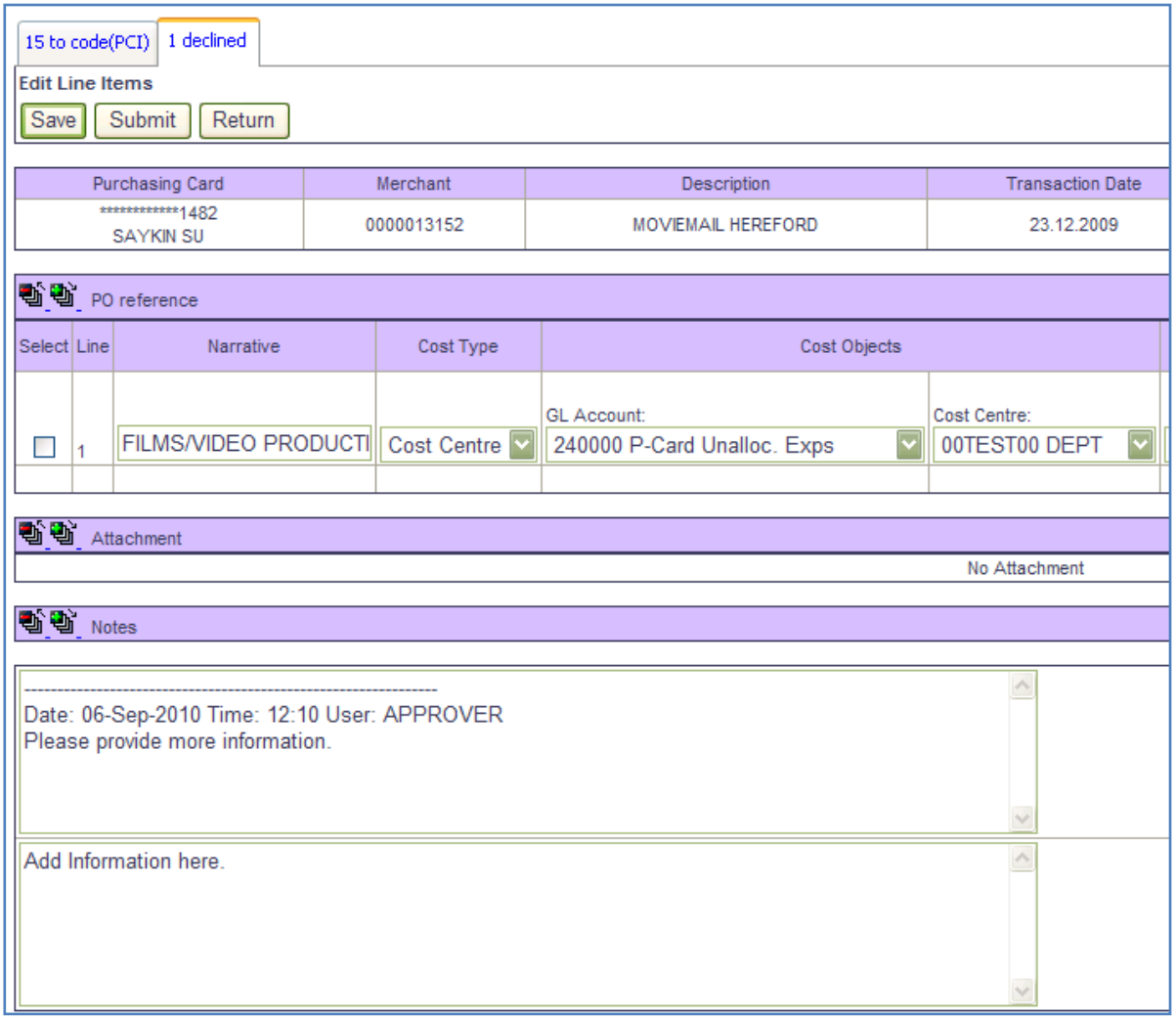
If the approver has declined any items this will workflow back to the coder.

Declined items will appear on a separate tab, as shown:



Click on the workflow reference link to see comments added by the approver.

The workflow history of all items is recorded in SAP.



As the coder you add the additional information as requested by the approver. Then the item can be submitted from here back to the approver.

6. Approval Process

6.1. Approve

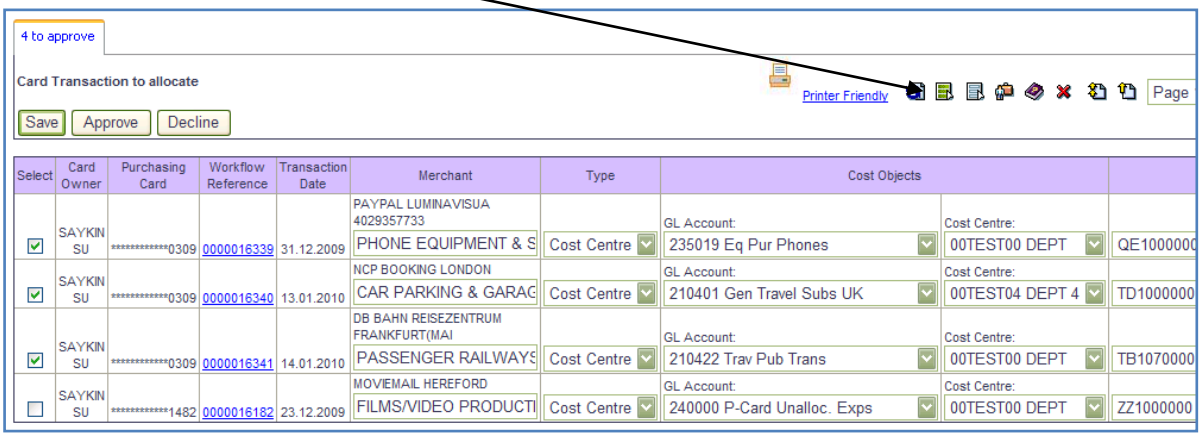
When items have been submitted, they are work flowed to the approver of that card. The approver will also receive an email to say they have so many items to approve.

Again the Username and Password is the same as that in SAP.

The system will collate the items and send the approver one email to let them know that they have items to approve. Once logged on they will see the list of items the coder has completed. They will have the same access as the coder to change any transactions that are incorrectly coded, add extra text if required, etc.

The approver may have access to more codes, if required, that only they should be using.

The items appear on a 'to approve tab'. Select the items by clicking in the box next to each line, or if all items are to be approved, click the select all icon.

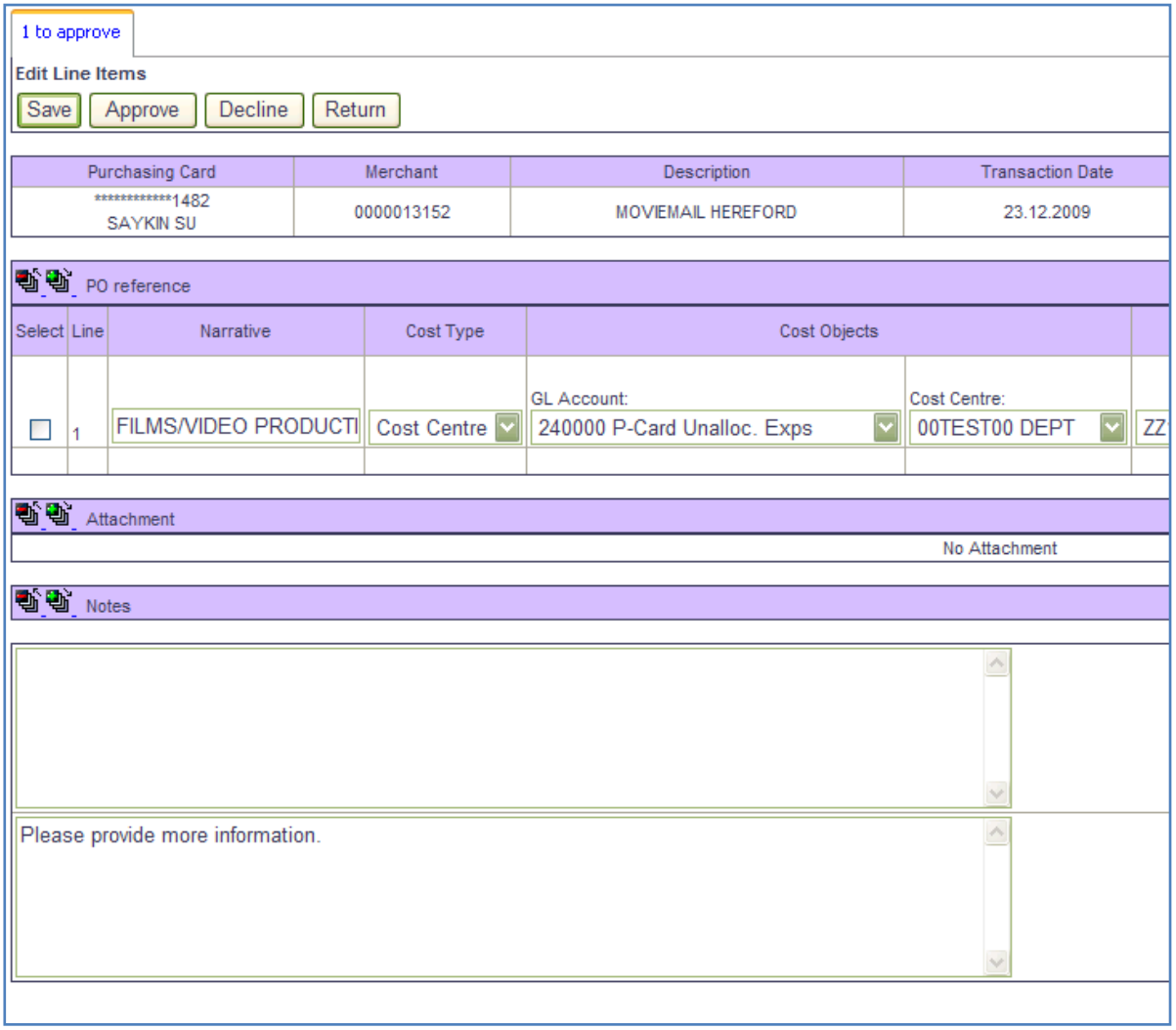


Select	Card Owner	Purchasing Card	Workflow Reference	Transaction Date	Merchant	Type	Cost Objects		
☑	SAYKIN SU	**********0309	0000016339	31.12.2009	PAYPAL LUMINAVISUA 4029357733 PHONE EQUIPMENT & S	Cost Centre	GL Account: 235019 Eq Pur Phones	Cost Centre: 00TEST00 DEPT	QE1000000
☑	SAYKIN SU	**********0309	0000016340	13.01.2010	NCP BOOKING LONDON CAR PARKING & GARAC	Cost Centre	GL Account: 210401 Gen Travel Subs UK	Cost Centre: 00TEST04 DEPT 4	TD1000000
☑	SAYKIN SU	**********0309	0000016341	14.01.2010	DB BAHN REISEZENTRUM FRANKFURT(MAI PASSENGER RAILWAYS	Cost Centre	GL Account: 210422 Trav Pub Trans	Cost Centre: 00TEST00 DEPT	TB1070000
☐	SAYKIN SU	**********1482	0000016182	23.12.2009	MOVIEMAIL HEREFORD FILMS/VIDEO PRODUCTI	Cost Centre	GL Account: 240000 P-Card Unalloc. Exps	Cost Centre: 00TEST00 DEPT	ZZ1000000

After the items have been approved, the system posts each transaction as a separate line with an individual document number.

6.2. Decline

If the approver is not happy with a line item they should click on the workflow reference, to drill down to the item details, and add a comment.



Click the Decline button to send this back to the coder.

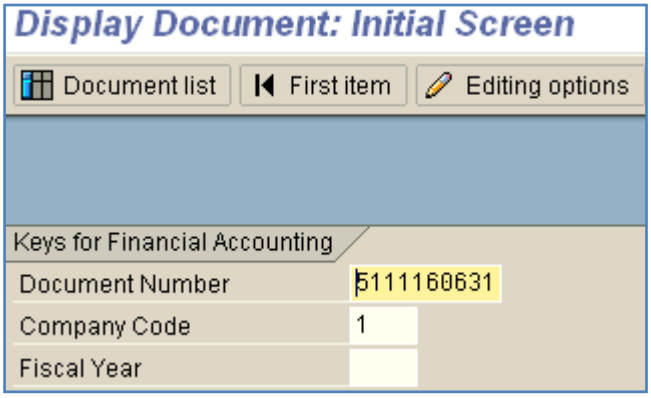
6.3. Posted Single Transaction

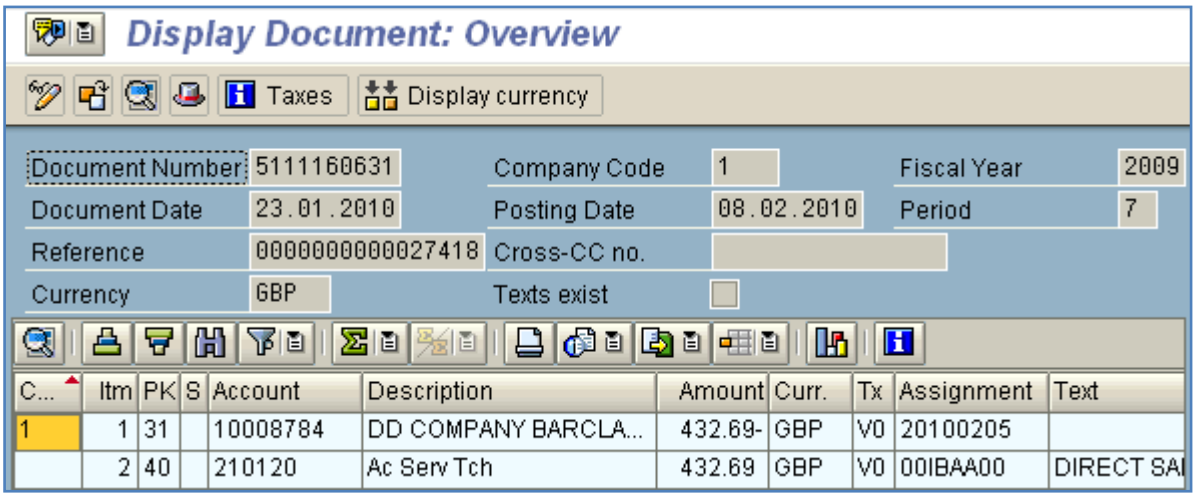
Document posted successfully: BKPFF 15000255891 2009 WFS500
Invoice 5111160631 in fiscal year 2009 created successfully.
Return

Once items are approved, they are posted into SAP; your screen will show the document number

If you post a line where the transaction has been split across codes, the system will post this as one transaction and you will only get one number.

In SAP, using transaction FB03, you can view the posting document:

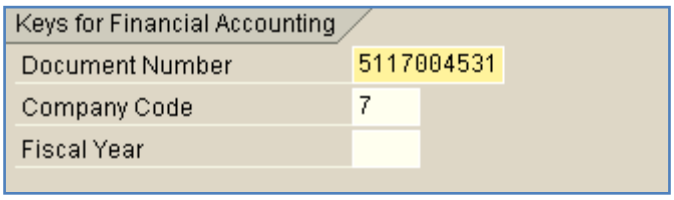



Display Document: Overview
Taxes
Display currency
Document Number 5111160631
Company Code 1
Fiscal Year 2009
Document Date 23.01.2010
Posting Date 08.02.2010
Period 7
Reference 0000000000027418
Cross-CC no.
Currency GBP
Texts exist
C... Itm PK S Account Description Amount Curr. Tx Assignment Text
1 1 31 10008784 DD COMPANY BARCLA... 432.69- GBP V0 20100205
2 40 210120 Ac Serv Tch 432.69 GBP V0 00IBAA00 DIRECT SAI

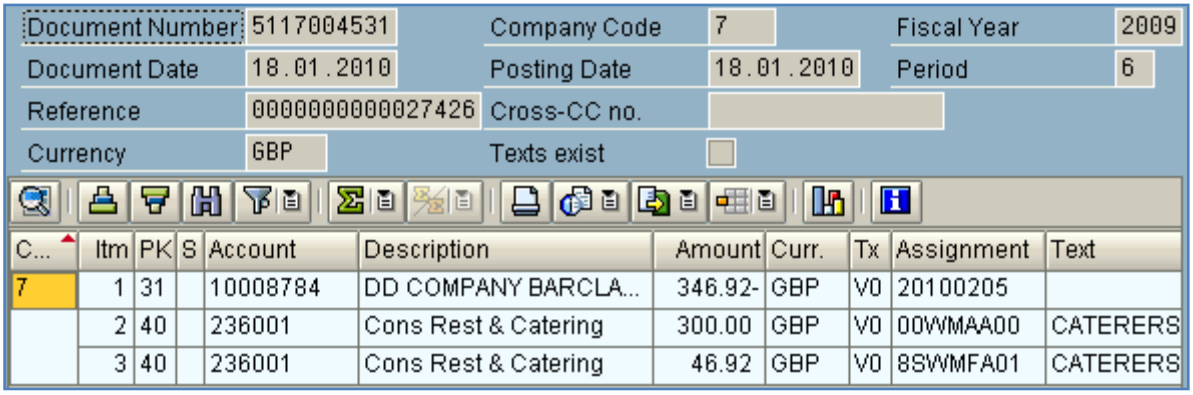
Where a transaction was split across codes the financial document would look like this:

Online

1 CATERERS Cost Centre GL Account: 236001 Cons Rest & Catering Cost Centre: 00WMAA00 WMG: Deptl Fund XE1000000 Hosp,Ent,Court.,Exp 300.00 V0
2 CATERERS Cost Centre GL Account: 236001 Cons Rest & Catering Cost Centre: 8SWMFA01 WMG: e-Learng Dvlpmt XE1000000 Hosp,Ent,Court.,Exp 46.92 V0
Total: 346.92



SAP


Document Number 5117004531
Company Code 7
Fiscal Year 2009
Document Date 18.01.2010
Posting Date 18.01.2010
Period 6
Reference 0000000000027426
Cross-CC no.
Currency GBP
Texts exist
C... Itm PK S Account Description Amount Curr. Tx Assignment Text
7 1 31 10008784 DD COMPANY BARCLA... 346.92- GBP V0 20100205
2 40 236001 Cons Rest & Catering 300.00 GBP V0 00WMAA00 CATERERS
3 40 236001 Cons Rest & Catering 46.92 GBP V0 8SWMFA01 CATERERS

6.4. Posted Multiple Transactions

Document posted successfully: BKPFF 15000255861 2009 WFS500
Invoice 5111160628 in fiscal year 2009 created successfully.
Document posted successfully: BKPFF 15000255871 2009 WFS500
Invoice 5111160629 in fiscal year 2009 created successfully.
Document posted successfully: BKPFF 15000255881 2009 WFS500
Invoice 5111160630 in fiscal year 2009 created successfully.
Document posted successfully: BKPFF 15000255891 2009 WFS500
Invoice 5111160631 in fiscal year 2009 created successfully.
Return

If more than one line is approved at once, the system lists all of the posted document

The posting date of transaction will be the day that the items are approved. Back posting is not possible.

7. Reminders and Escalations

After the first notification, if there are items that are not completed, the coder will receive a reminder email 2 days later. A reminder will be sent every 2 days until items have been completed. If after 10 days, the coder still has not done the coding, the item(s) will be escalated to the approver.

The reminder email is similar to the new notification email, it will provide the link for users to click on and navigate to the online process.

8. Document Filing/Paperwork

After this month's items have been approved/posted the receipts/documentation for the transactions should be filed in accordance with the University's Financial Procedures. These can be attached to the original statement or you can do the following:

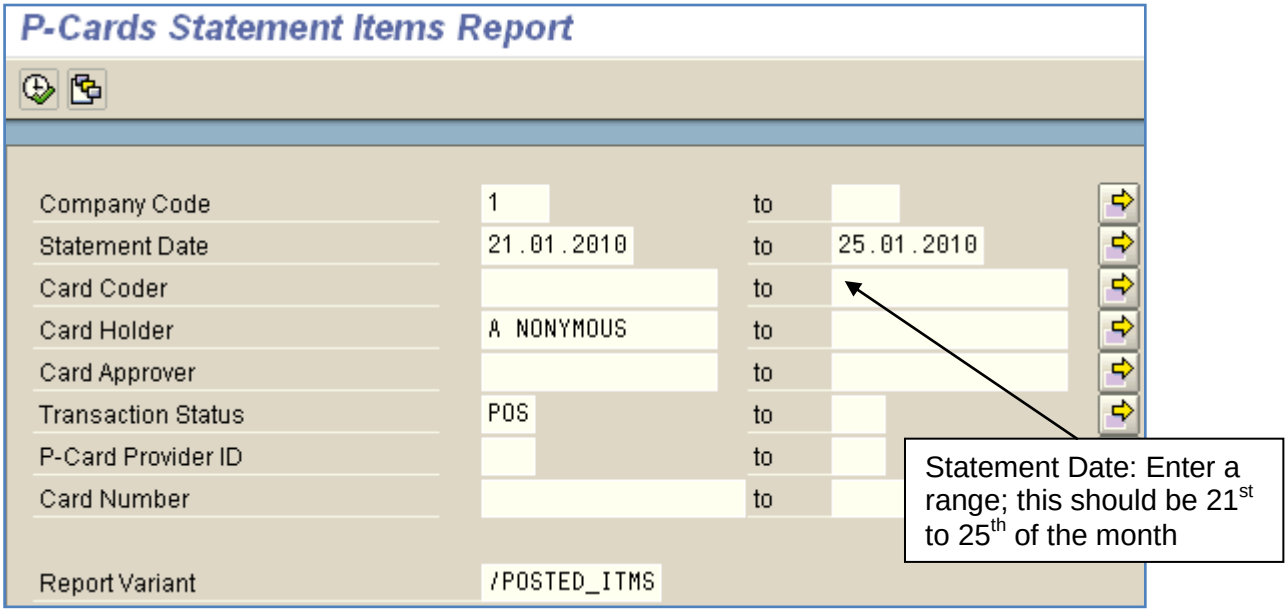
Run transaction: ZPC10010

Menu path: UoW guided menu > Purchasing > Purchasing cards > Purchasing card reports > Purchasing card statement items

Enter the following:

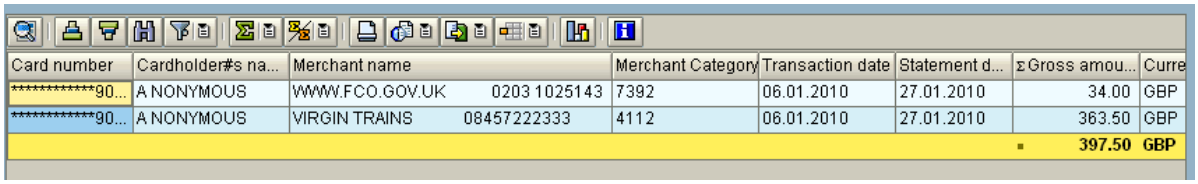
Company Code	Your company code
Statement Date	The University statement date is 20th of the month. Files will be received and uploaded the following day. If this day should fall on a weekend or bank holiday, the file will be uploaded either the Monday or Tuesday following
Card Holder	Select from drop down list
Transaction Status	POS
Report Variant	/POSTED_ITMS

You may if you wish use the other selection parameters to narrow down your report.


P-Cards Statement Items Report
Company Code 1 to
Statement Date 21.01.2010 to 25.01.2010
Card Coder to
Card Holder A NONYMOUS to
Card Approver to
Transaction Status POS to
P-Card Provider ID to
Card Number to
Report Variant /POSTED_ITMS
Statement Date: Enter a range; this should be 21st to 25th of the month

Upon execution, depending on the variant selected, the report shows:

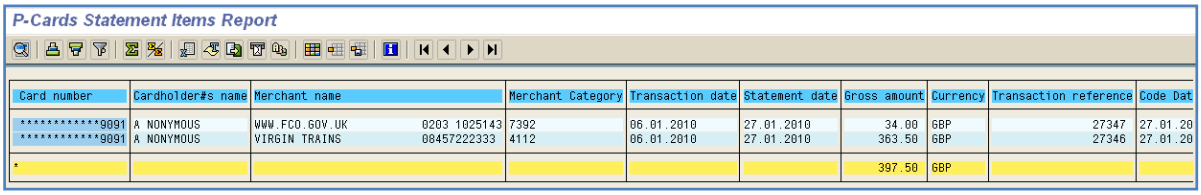
- Last four digits of the Card
- Card Holder
- Merchant Name
- GL
- Amount spent



Card number	Cardholder#s na...	Merchant name	Merchant Category	Transaction date	Statement d...	Σ Gross amou...	Curre
**********90...	A NONYMOUS	WWW.FCO.GOV.UK 0203 1025143	7392	06.01.2010	27.01.2010	34.00	GBP
**********90...	A NONYMOUS	VIRGIN TRAINS 08457222333	4112	06.01.2010	27.01.2010	363.50	GBP
						397.50	GBP

This report should be printed and all the invoices relating to each transaction should be attached to the document.

Click on the Print Preview button and select List Output to view the report in a different format



Card number	Cardholder#s name	Merchant name	Merchant Category	Transaction date	Statement date	Gross amount	Currency	Transaction reference	Code Dat
**********9091	A NONYMOUS	WWW.FCO.GOV.UK 0203 1025143	7392	06.01.2010	27.01.2010	34.00	GBP	27347	27.01.20
**********9091	A NONYMOUS	VIRGIN TRAINS 08457222333	4112	06.01.2010	27.01.2010	363.50	GBP	27346	27.01.20
*						397.50	GBP		

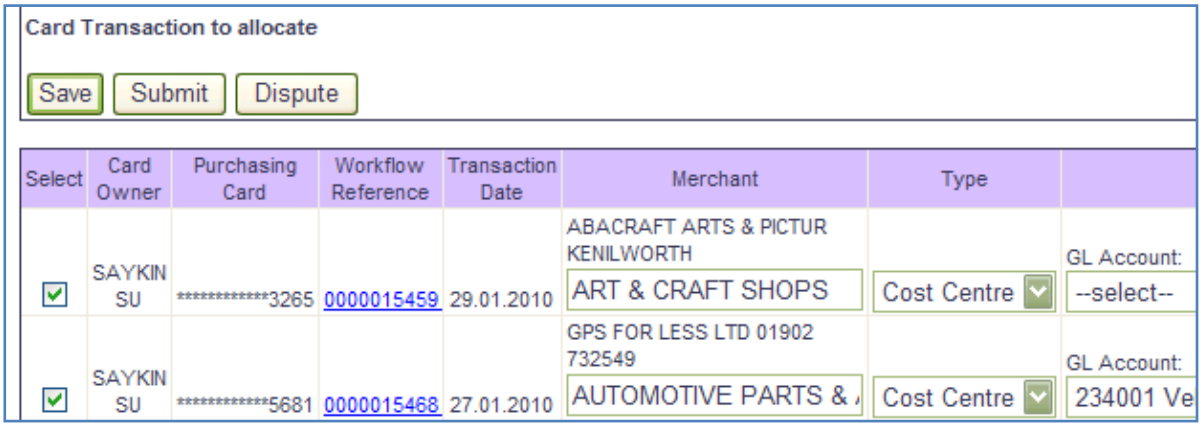
The statements will be filed in the Central Finance Office by card holder name by statement date.

The approver should also run the outstanding items report (see section 11.2), on a monthly basis to check what items are still outstanding for the purchasing cards they are responsible for.

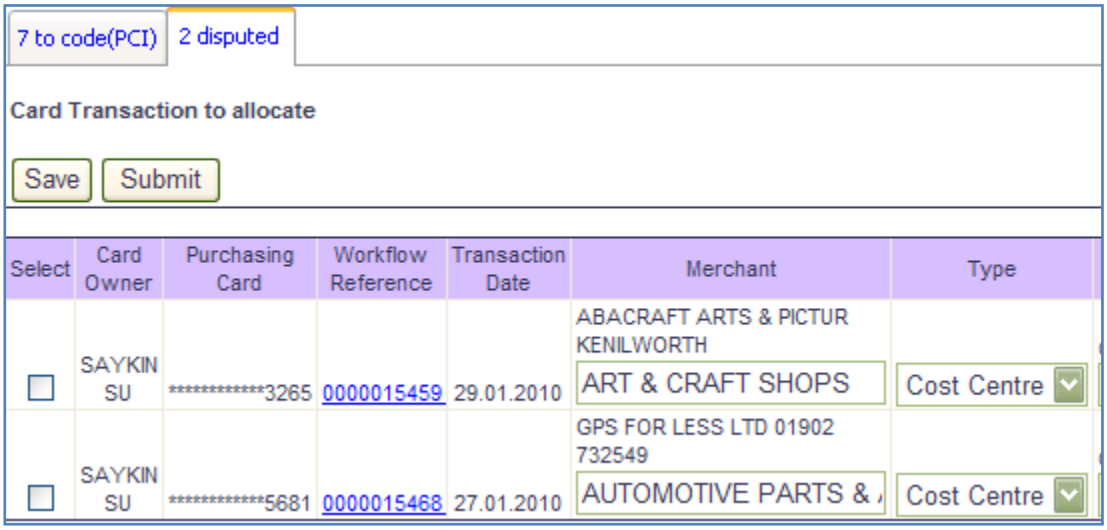
9. Managing Fraudulent Transactions

If you have incurred costs to your purchasing card which you know are fraudulent, it is the responsibility of the Card Holder to contact Barclaycard and report this **immediately**.

After it has been reported, the fraudulent transactions will be charged to your card, it is recommended that you select the item(s) and put them into dispute. Once the credit comes through the following month, they can then coded and submitted together as the transactions will off set each other.



This will put the item(s) onto a separate tab, when the credit comes through the following month, the debit and credit can then be posted together to the same GL and cost collector, to balance each other off.



Disputed items should NOT remain in dispute for more than 1 month, and such items should be dealt with in a timely manner.

10. Quarter End/Period End

The system is configured that once items have been approved they will post into SAP with a posting date that is the same as the date of approval. You cannot do any back posting. Therefore at month end and especially quarter ends, once you have received notification of

items to code/approve they should be posted ASAP. You will only have up to the last day in the period to post into the correct period.
If items have not been posted in time, and the last day has past, then remaining items will need to be accrued if necessary, and then posted into the next period.

10.1. Emails – Reminder/Escalation

The coder is reminded every 2 days if they still have items to code. If after 10 days the coder still has not coded their items, they will be escalated to the approver. Likewise for the approver, they are reminded every 2 days and after 20 days, if they have not posted them then these will be escalated to a Central Finance User who will then post the outstanding items to the cards' default cost collector.

11. Reporting

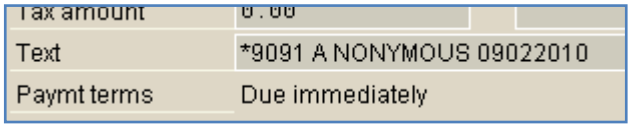
11.1. Line Item Report

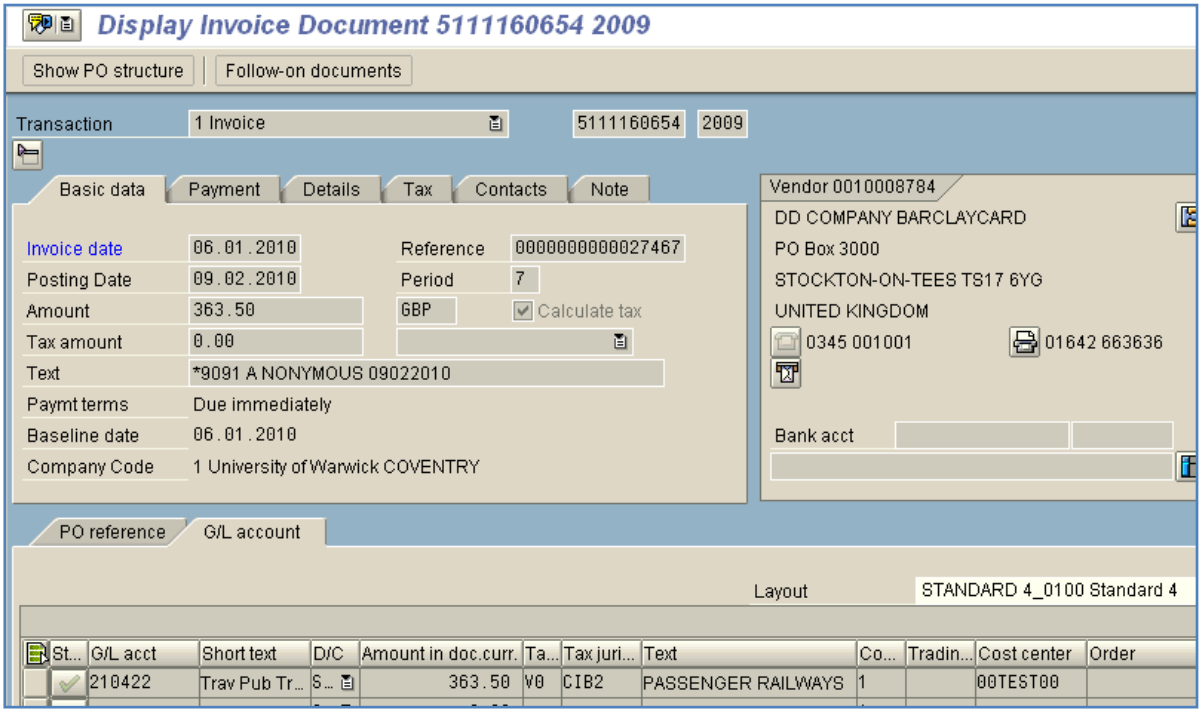
The posted items will look similar to this, on a line Item report

Ref.Doc.No.	Profit Center	Account	Acc.Text	Σ In PCLC	Curr.	Text	Vendor
5111158907	00TEST	210401	Gen Trav Subs UK	827.00	GBP	RESTAURANTS	10008784
5111158946	00TEST		Gen Trav Subs UK	25.05	GBP	RESTAURANTS	10008784
5111158949	00TEST	210410	Accom Chg UK	24.25	GBP	HOTELS, MOTELS & RESORTS	10008784
5111158970	00TEST		Accom Chg UK	336.14	GBP	Changed the TEXT	10008784
5111158936	00TEST	210422	Trav Pub Trans/Taxi	16.50	GBP	PASSENGER RAILWAYS	10008784
5111158910	00TEST	235412	Eq Mnt IT S/W	23.49	GBP	COMPUTER SOFTWARE STORES	10008784
5111158913	00TEST		Eq Mnt IT S/W	48.39	GBP	48W2/Wireless Laser Desktop 6000v2	10008784
5111158913	00TEST		Eq Mnt IT S/W	5.95	GBP	6362/FREIGHT	10008784
5111158911	00TEST	236030	Cons Chemicals	10.86	GBP	I have changed the text here	10002959
5111158930	00TEST		Cons Chemicals	10.97	GBP	CHEMICALS/ACIDS	10002959

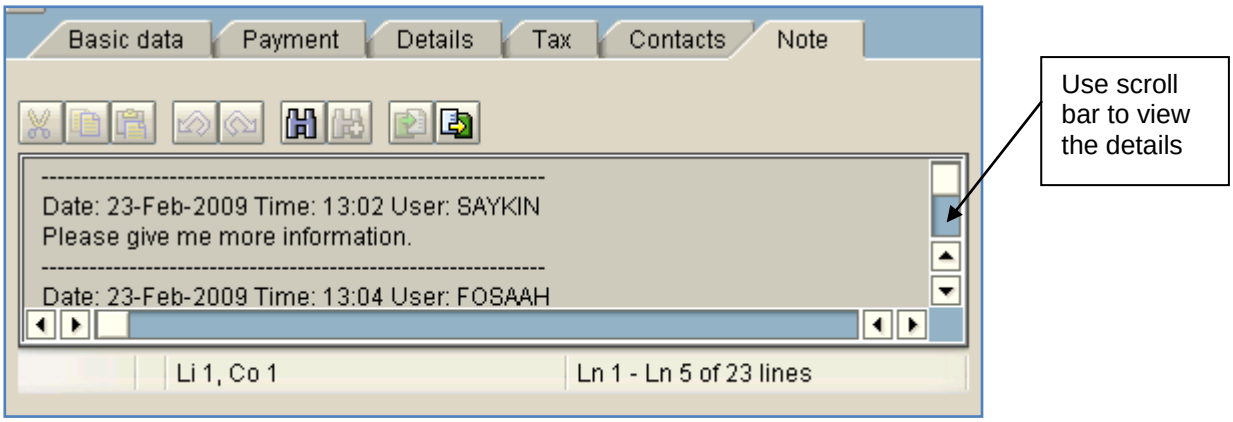
If the text in the narrative box was changed, the new text is shown here; otherwise it will be the default merchant category.
Double click to drill down to the item details.

In the text box, the information contained here is the last four digits of the card number, with the card holder name and statement date.





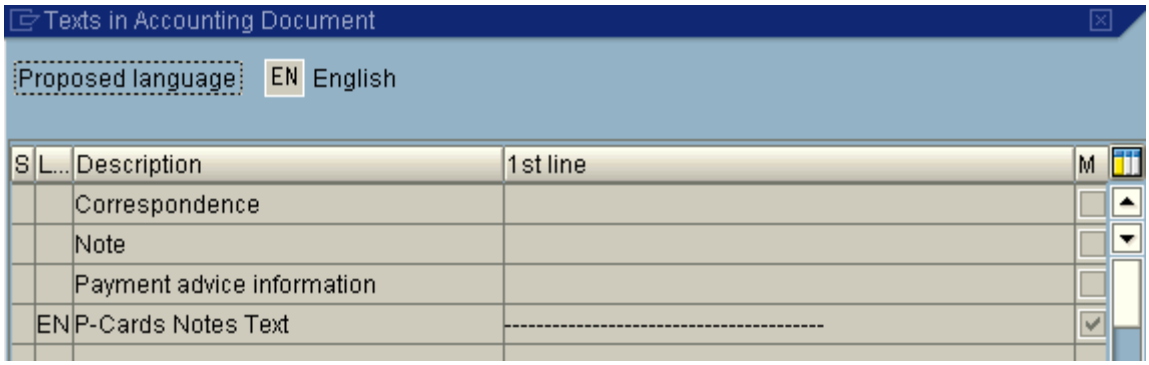
Click on the 'Note' tab.



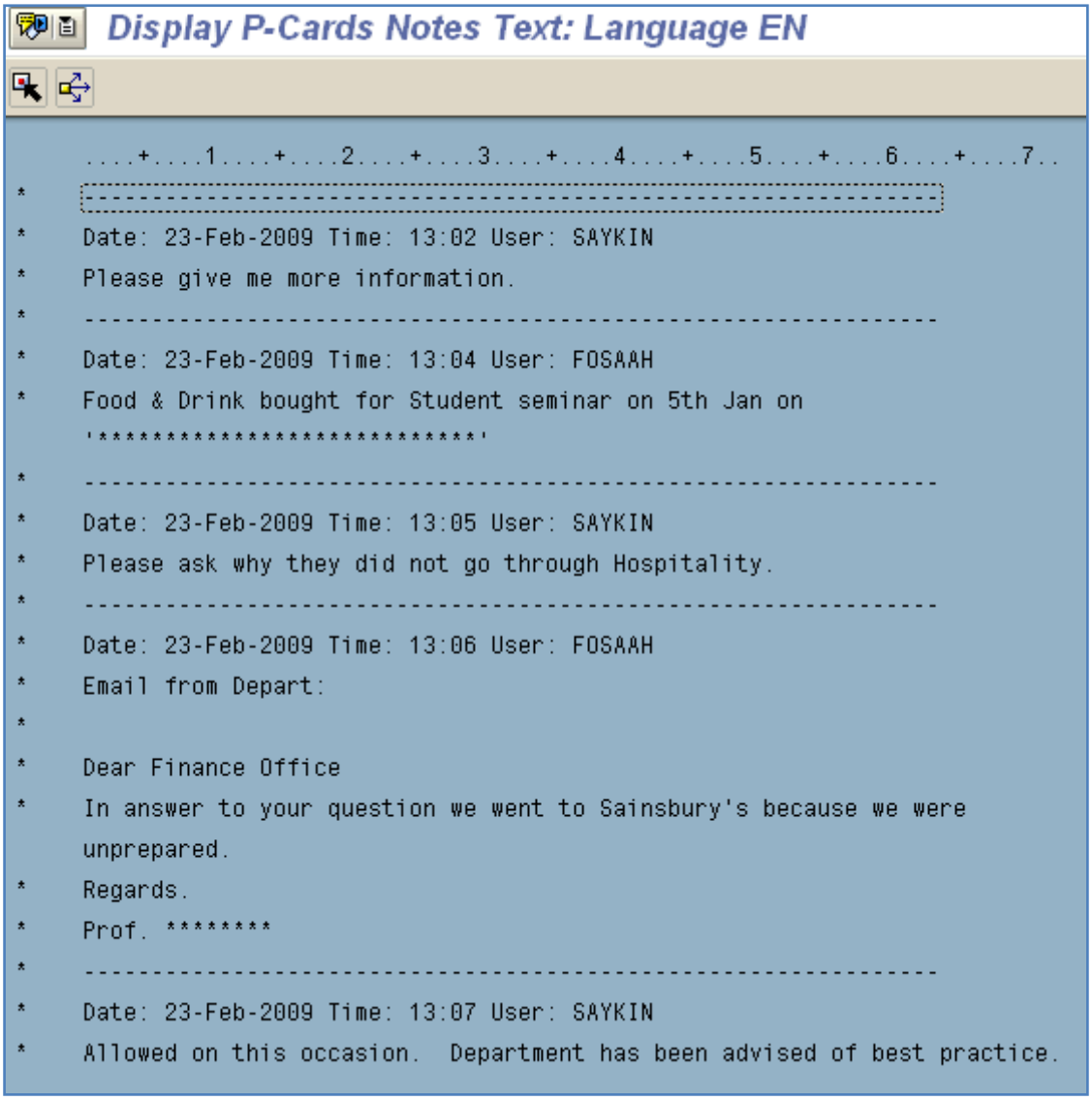
Alternatively, click on the Follow-on documents buttons. Next double click on the object type text 'Accounting document'

From the next screen click Extras > Texts

The following box pops up. Double click on the line 'P-Cards Notes Text'



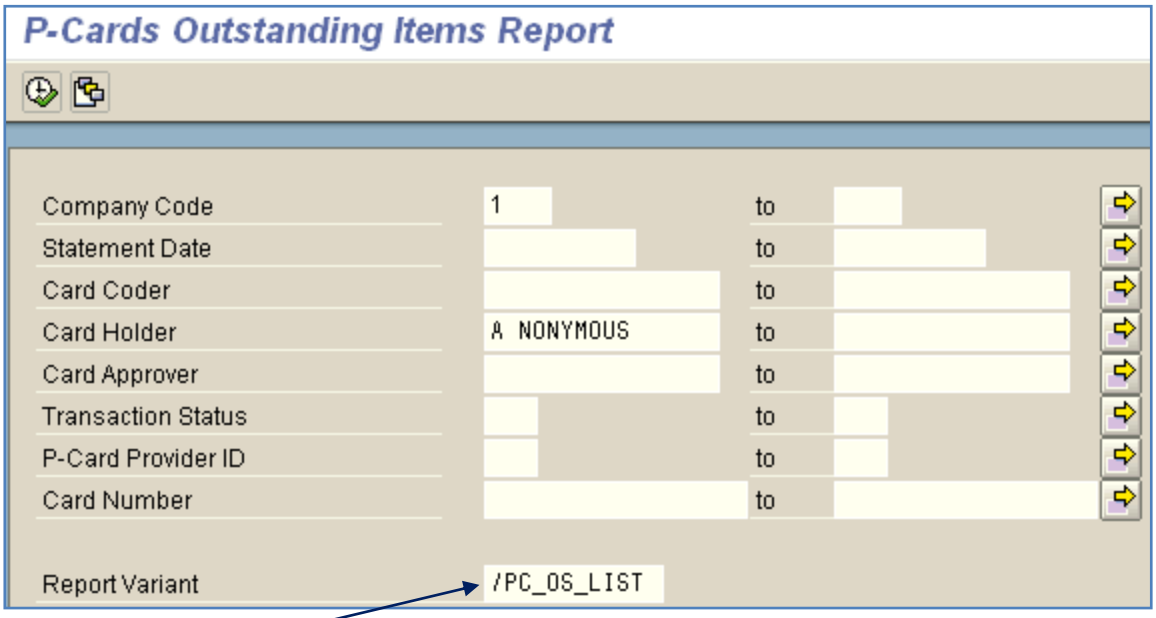
The dialogue between coder and approver is displayed.


Display P-Cards Notes Text: Language EN
Date: 23-Feb-2009 Time: 13:02 User: SAYKIN
Please give me more information.
Date: 23-Feb-2009 Time: 13:04 User: FOSAAH
Food & Drink bought for Student seminar on 5th Jan on
Date: 23-Feb-2009 Time: 13:05 User: SAYKIN
Please ask why they did not go through Hospitality.
Date: 23-Feb-2009 Time: 13:06 User: FOSAAH
Email from Depart:
Dear Finance Office
In answer to your question we went to Sainsbury's because we were
unprepared.
Regards.
Prof. ********
Date: 23-Feb-2009 Time: 13:07 User: SAYKIN
Allowed on this occasion. Department has been advised of best practice.

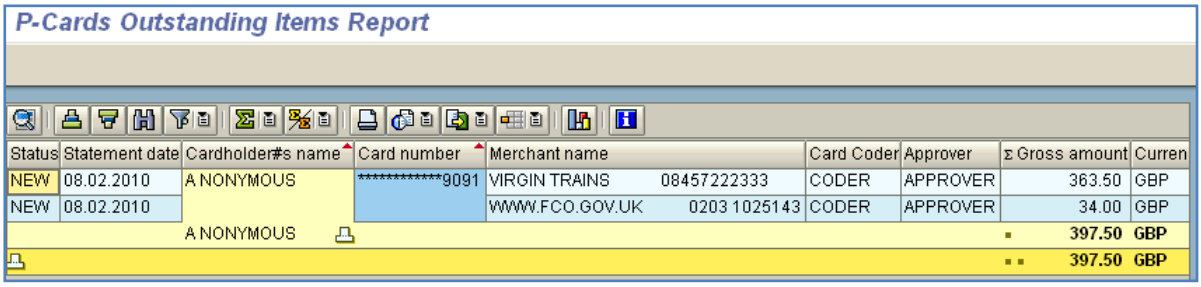
11.2. Outstanding Items Report

This report can be used by the approver to keep track of items that the coder has not submitted. It can also be used to list items that may need reserving at period end.

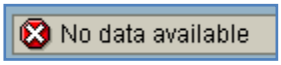
Transaction: ZPC10020



Select the report variant: Outstanding Items by Card Holder



If the following message is shown following execution then there are no open items waiting to be completed for that card holder.



Statuses in the Outstanding Items Report		
NEW	New item still to be coded	Item is with the coder
SUB	Item has been submitted	Item is with the approver
DIS	Item has been disputed	Item is with the coder
DEC	Item has been declined by the approver	Item is with the coder

12. FAQS

12.1. How do I get cost collectors changed?

Complete Form PC1 'Purchasing Card: Request to Amend Cost Collector/Coder/Approver', and submit to SAP team.

12.2. How do I change the coder or approver?

Complete Form PC1 'Purchasing Card: Request to Amend Cost Collector/Coder/Approver', and submit to SAP team.

12.3. What if I am on annual leave?

Complete form PC2 'Purchasing Card Temporary Substitution of Coder/Approver', to advise who will be covering a particular users role during their absence and submit to SAP team.

12.4. How do I cancel a card?

You must contact Purchasing Office.

12.5. What if I do not post my transactions on time?

The date on which transactions are approved will also be the posting date into SAP. You are advised to keep up to date with all transactions of all the purchasing cards you are responsible for. If after numerous reminders you still fail to post your transactions, they will be escalated to a central finance officer who will endeavour to post your transactions to your departments default cost collector. If the code is incorrect, then you are responsible for moving the cost by journal.

12.6. What do I do with all my receipts/invoices?

Once moved over to this new process, departments will have responsibility for retaining all receipts/invoices, which must be originals. Departments are required to abide by the University's Financial Procedure 15 and 5 with regards to the retention of receipts/invoices.

12.7. As the coder I have submitted an item where I have selected the wrong code?

The approver can either decline this back to the coder, or the approver can change this before they approve it.

12.8. As the approver I have approved an item where the wrong code was selected?

Unfortunately once an item has been approved it is immediately posted into SAP. The only way to move this is by FI journal.

12.9. I have not received an email this month?

If you have not received an email and you know you have transactions to code, you can still log into the Purchasing Card System. But please contact the SAP team as emails should be generated. If your purchasing card has not been used, you will have no transactions to process therefore an email will not be sent.

12.10. One of the items I have to process is a VAT only transaction, how do I process this?

Please contact the SAP team for guidance.

13. Appendices

13.1. P-Card vendors not to be used:

- Bio Sciences – BS-PCARD
- Computer Science – CS-PCARD
- Engineering – EN-PCARD
- Film Studies – FI-PCARD
- Jobs.ac.uk – JOBS-PCARD
- Library – LB-PCARD
- Psychology – PS-PCARD
- Purchasing – PU-PCARD
- Warwick Business School – WBS-PCARD
- Warwick Diabetes – WDC-PCARD
- Warwick ventures – WV-PCARD

13.2 Purchasing Card Application Form

Section A - Purchasing Card Application Request

Name of proposed card holder:	
Department:	
Extension number:	
Head of department:	

Reason for request:

Please complete the relevant which applies to your department:

We already have: _____

Petty cash float: YES / NO

Other (please specify): _____

Issue of a Purchasing Card will be subject to approval by the Head of Department and acceptance by the applicant of the Terms of Use which will be issued, signed and agreed prior to releasing the card.

The card may be used to purchase goods and services on behalf of the University from suppliers designated by the Purchasing Office as approved purchasing card suppliers (detailed in Terms of Use documents). Where the University has an approved contract supplier, it is not permissible to use the purchasing card to purchase from an alternative supplier. Misuse of the card by any member of staff is potentially a disciplinary offence.

I hereby authorise the issue of a University Purchasing Card:

Signed by Head of Department:		**Date:**	

Now, please turnover and complete Section B

Section B - Purchasing Card Application with SAP access

This section must be fully completed otherwise your application will be returned to you.
Please complete in accordance with the accompanying notes.

Card Holder		**Last 4 digits of Card**	
Company Code		**Default Cost Collector**	

Coder 1:	**Approver 1:**
Name:	Name:
ITS Username:	ITS Username:
Email:	Email:
Coder 2:	**Approver 2:**
Name:	Name:
ITS Username:	ITS Username:
Email:	Email:

Cost Centre Grp:		**Cost Centre Grp:**	
Internal Order Grp:		**Internal Order Grp:**	
WBS elements:		**WBS elements:**	

OR: Where access is required to specific codes only; please provide details in the boxes below.

Coder:	Approver:

Authorised by Dept Administrator/Finance Manager:			
Print Name:		**Date:**	

In signing this form you and the above named users agree to abide by the University Financial Regulations stated in FP15 and FP5.

Purchasing Office to pass to SAP Team for further processing, and to advise what the new card number will be.

SAP Use Only:

SAP Team Initials:		**Date:**	

Give access to Material Groups and General Ledgers as standard

Notes to Section B of Purchasing Cards Process

Company Code:

This is company code in which the card will be operated. Only one entry is allowed, a card cannot function in multi company codes.

Default Cost Collector:

This is the default Cost Centre/Internal Order/WBS Element for postings.

Coder(s):

These individuals are responsible for coding the transactions – they need not necessarily be the cardholder, this may vary between departments. Name, ITS username, email details are required for each named coder.

Approver(s):

These individuals approve the transactions after the coders have completed them. Name, ITS username, email details are required for each named approver.

The approver must be of an Administrator level or above. They will have responsibility for checking through the transactions before they are posted, such as ensuring adequate information is provided, and that the correct vat codes and general ledger codes are applied.

(An approver may have access, if necessary, to additional codes that you may not wish the coder to have. If this is the case please ensure that in each section all the codes are provided per coder and per approver.)

Cost Centre Group:

If you want your coder and approver to have access to all open cost centres in your department, please just give the department mnemonic. E.g. BS, FO...etc.

Internal Order Group:

If you want your coder and approver to have access to all open internal orders centres in your department, please just give the department mnemonic. If you have none to assign, leave blank.

WBS Element:

If you want your coder and approver to have access to all open WBS elements in your department, please just give the department mnemonic. If you have none to assign, leave blank.

Specific:

You may also be specific about the codes you wish to be allocated to the coder/approver. If so, then provide the details here.

Other Codes:

If you require access to other codes that do not belong to your department, you will need to gain permission from that department concerned.

13.3 Purchasing: Request to Amend Cost Collector / Coder / Approver (PC1)

Card number (last 4 digits):		**Card Holder Name:**	

Amend Default Cost Collector: Yes/No

New Default Cost Collector *	

Amend Coder(s): Yes/No

Amend Approver(s): Yes/No

Coder 1:	**Approver 1:**
Name:	Name:
ITS Username:	ITS Username:
Email:	Email:
Coder 2:	**Approver 2:**
Name:	Name:
ITS Username:	ITS Username:
Email:	Email:

Amend Coder Cost Collectors Access: Yes/No

Amend Approver Cost Collectors Access: Yes/No

Please provide details:	Please provide details:

Authorised by Dept Administrator/Finance Manager:			
Print Name:		**Date:**	

Please send form to the SAP Team, Finance Office

SAP Use Only:

SAP Team Initials:		**Date:**	
Dept Notified:	Y/N		

13.4 Purchasing/Corporate Card Temporary Substitution of Coder/Approver (PC2)

Card number (last 4 digits):		**Card Holder Name:**	

Substitute Coder: Yes/No

Coder on Leave:	**Substitute Coder:**
Name:	Name:
ITS Username:	ITS Username:
Dates of Leave:	Email:

Substitute Approver: Yes/No

Approver on Leave:	**Substitute Approver:**
Name:	Name:
ITS Username:	ITS Username
Dates of Leave:	Email:

Allow same Cost Collectors: Yes/No

Please provide details:

Authorised by Dept Administrator/Finance Manager:			
Print Name:		**Date:**	

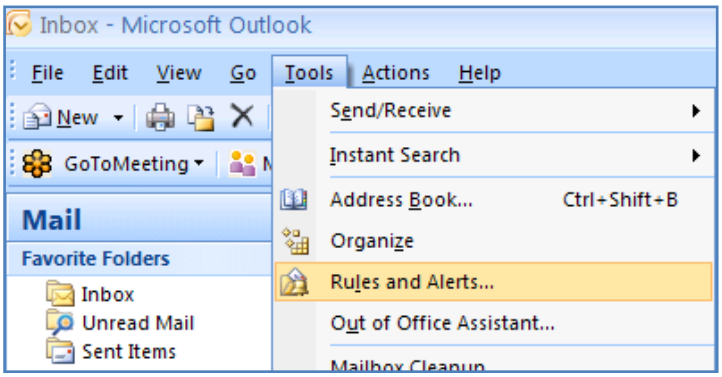
Please send form to the SAP Team, Finance Office

SAP Use Only:

SAP Team Initials:		**Date:**	
Dept Notified:	Y/N		

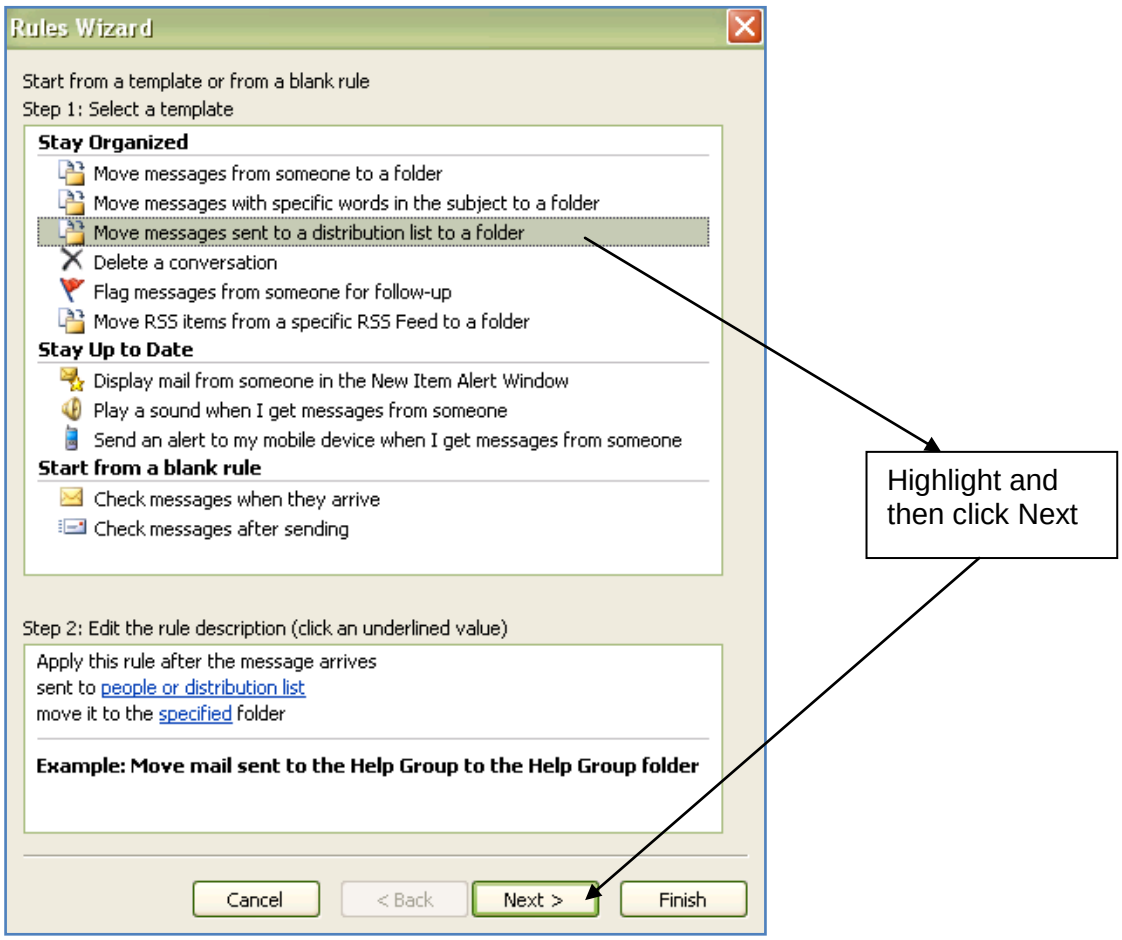
13.5 Setting Up Outlook to Copy Emails to Another User

In Microsoft Outlook:
Click menu path: Tools > Rules and Alerts



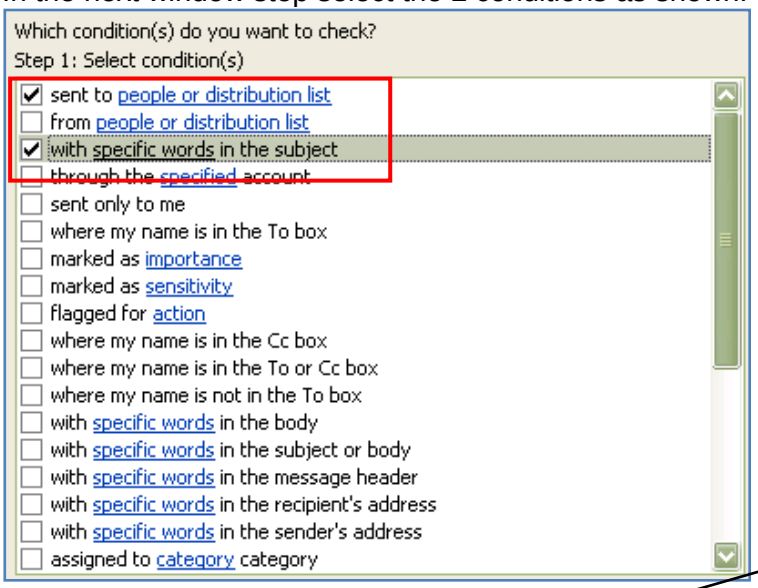
On the rules and alerts window click the 'New Rule' button.

In the Rules Wizard select the template 'Move messages sent to a distribution list ti afolder' as shown below:

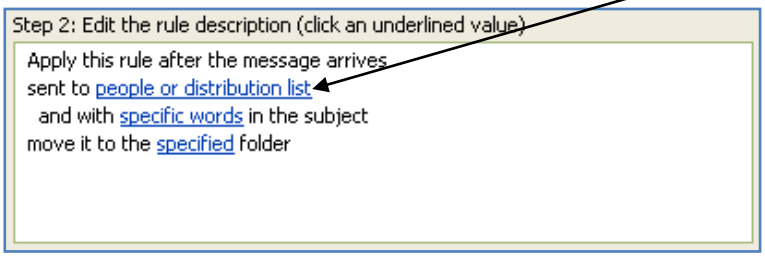

Rules Wizard
Start from a template or from a blank rule
Step 1: Select a template
Stay Organized
Move messages from someone to a folder
Move messages with specific words in the subject to a folder
Move messages sent to a distribution list to a folder
Delete a conversation
Flag messages from someone for follow-up
Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
Display mail from someone in the New Item Alert Window
Play a sound when I get messages from someone
Send an alert to my mobile device when I get messages from someone
Start from a blank rule
Check messages when they arrive
Check messages after sending
Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
sent to people or distribution list
move it to the specified folder
Example: Move mail sent to the Help Group to the Help Group folder
Cancel
< Back
Next >
Finish
Highlight and then click Next

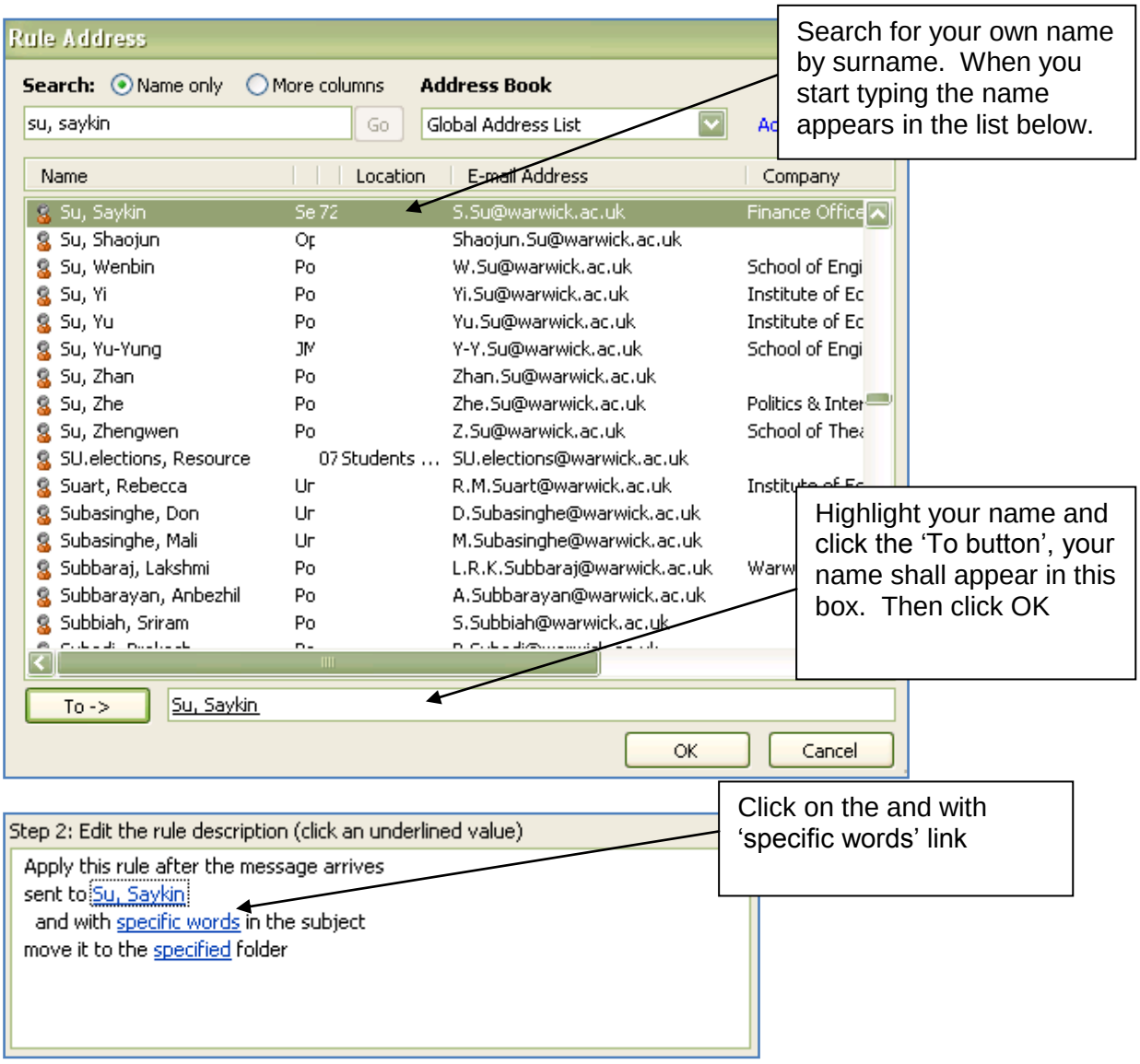
There are 2 steps to complete, step 1 is to select your conditions and step 2 is to specify those conditions.

In the next window step select the 2 conditions as shown:


Which condition(s) do you want to check?
Step 1: Select condition(s)
sent to people or distribution list
from people or distribution list
with specific words in the subject
through the specified account
sent only to me
where my name is in the To box
marked as importance
marked as sensitivity
flagged for action
where my name is in the Cc box
where my name is in the To or Cc box
where my name is not in the To box
with specific words in the body
with specific words in the subject or body
with specific words in the message header
with specific words in the recipient's address
with specific words in the sender's address
assigned to category category

Click on the sent to link for 'people or distribution list'

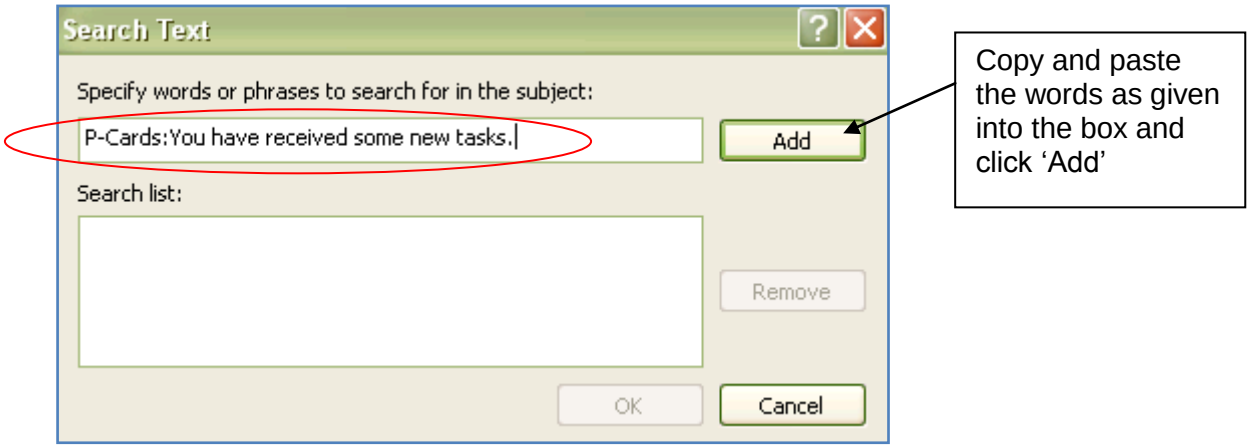

Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
sent to people or distribution list
and with specific words in the subject
move it to the specified folder

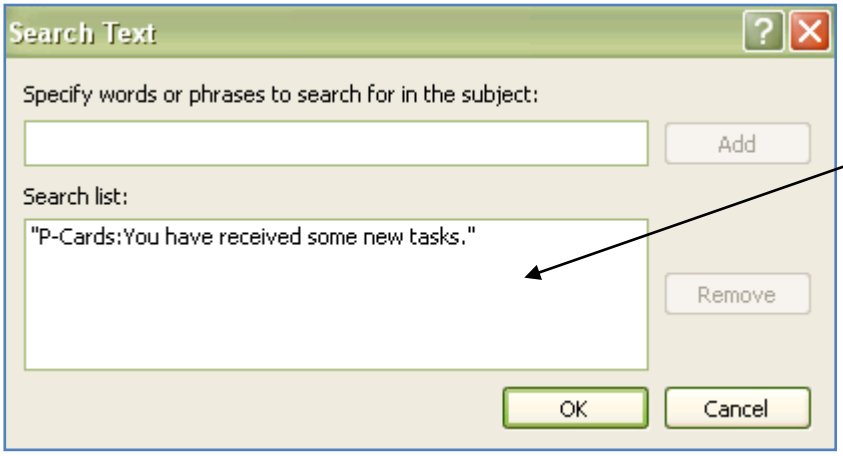


Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
sent to Su, Saykin
and with specific words in the subject
move it to the specified folder
Click on the and with 'specific words' link

Please use the words below to copy and paste into your rule.

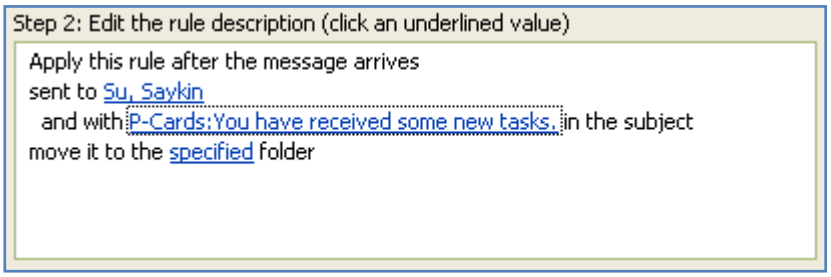
P-Cards:You have received some new tasks.


Search Text
Specify words or phrases to search for in the subject:
P-Cards:You have received some new tasks.
Add
Search list:
Remove
OK
Cancel
Copy and paste the words as given into the box and click 'Add'

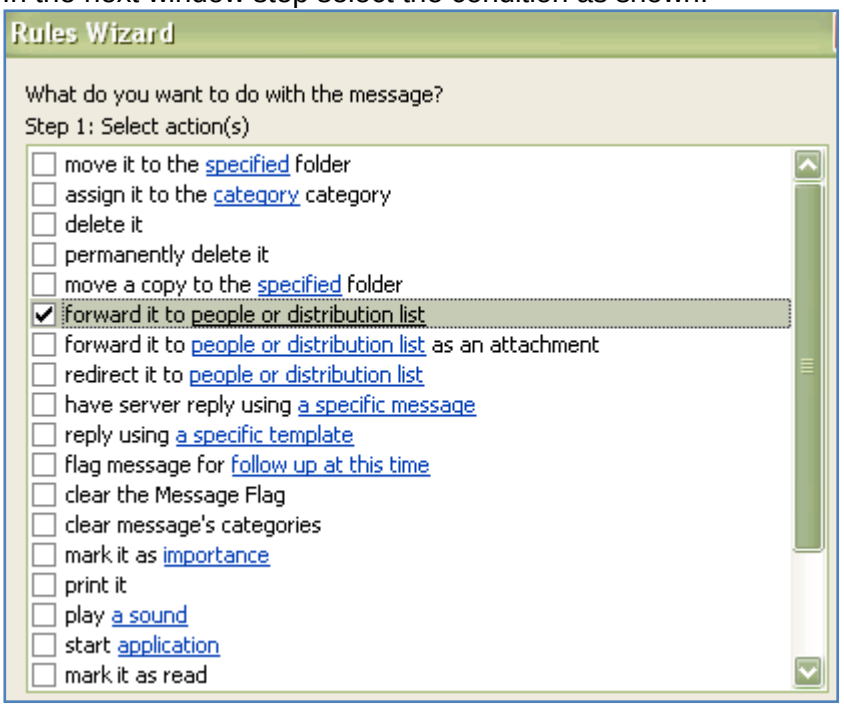


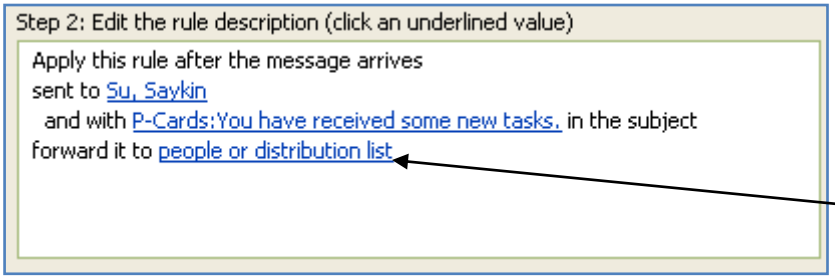
The text appears in the box below, now click OK

The Step 2 rule description should look like this:

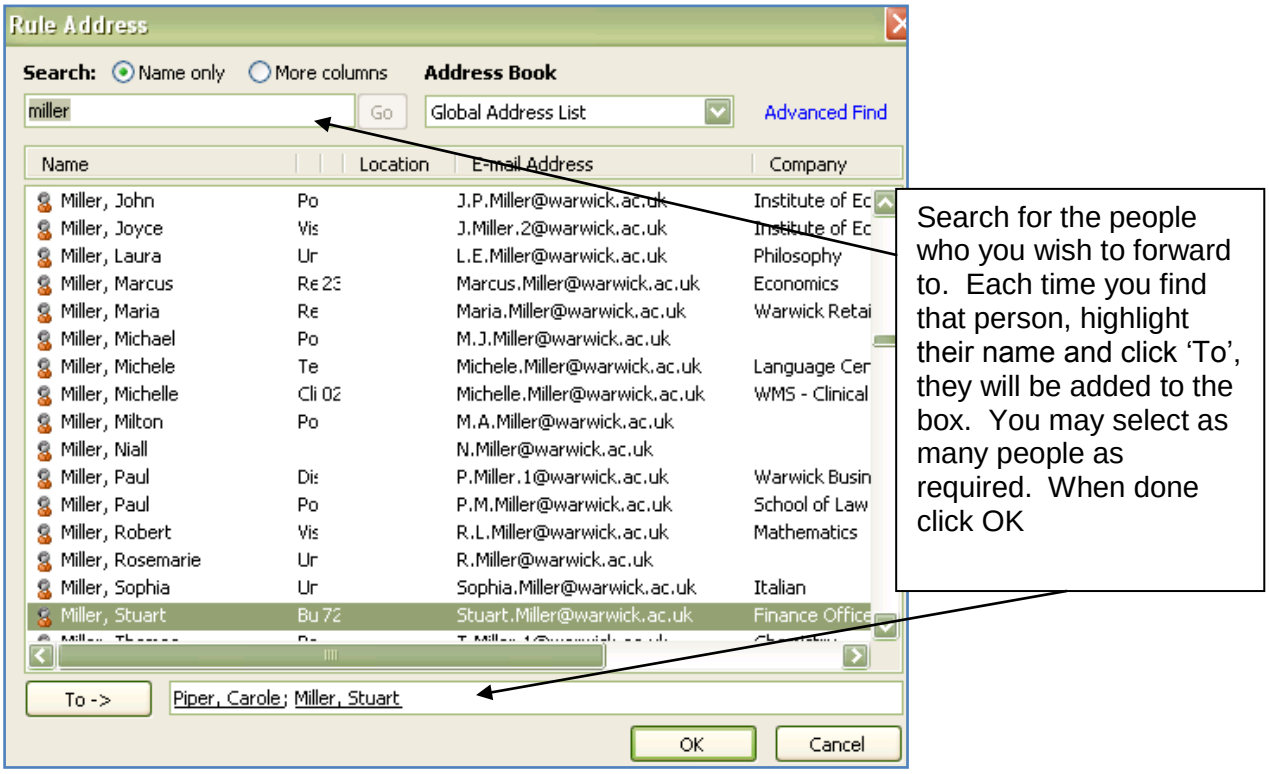

Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
sent to Su, Saykin
and with P-Cards:You have received some new tasks. in the subject
move it to the specified folder

Now click the 'Next' button.
In the next window step select the condition as shown:


Rules Wizard
What do you want to do with the message?
Step 1: Select action(s)
move it to the specified folder
assign it to the category category
delete it
permanently delete it
move a copy to the specified folder
forward it to people or distribution list
forward it to people or distribution list as an attachment
redirect it to people or distribution list
have server reply using a specific message
reply using a specific template
flag message for follow up at this time
clear the Message Flag
clear message's categories
mark it as importance
print it
play a sound
start application
mark it as read

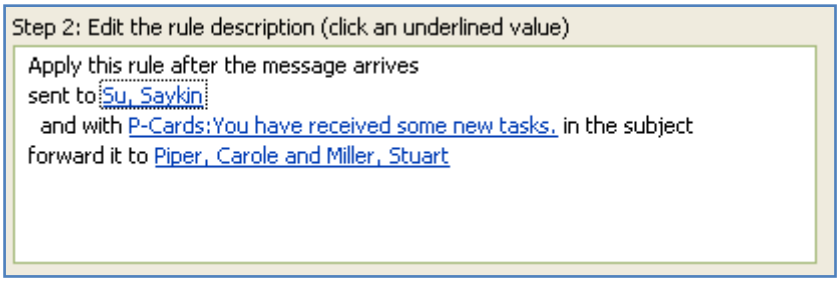

Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
sent to Su, Saykin
and with P-Cards:You have received some new tasks. in the subject
forward it to people or distribution list

Click on the forward to link for 'people or distribution list'

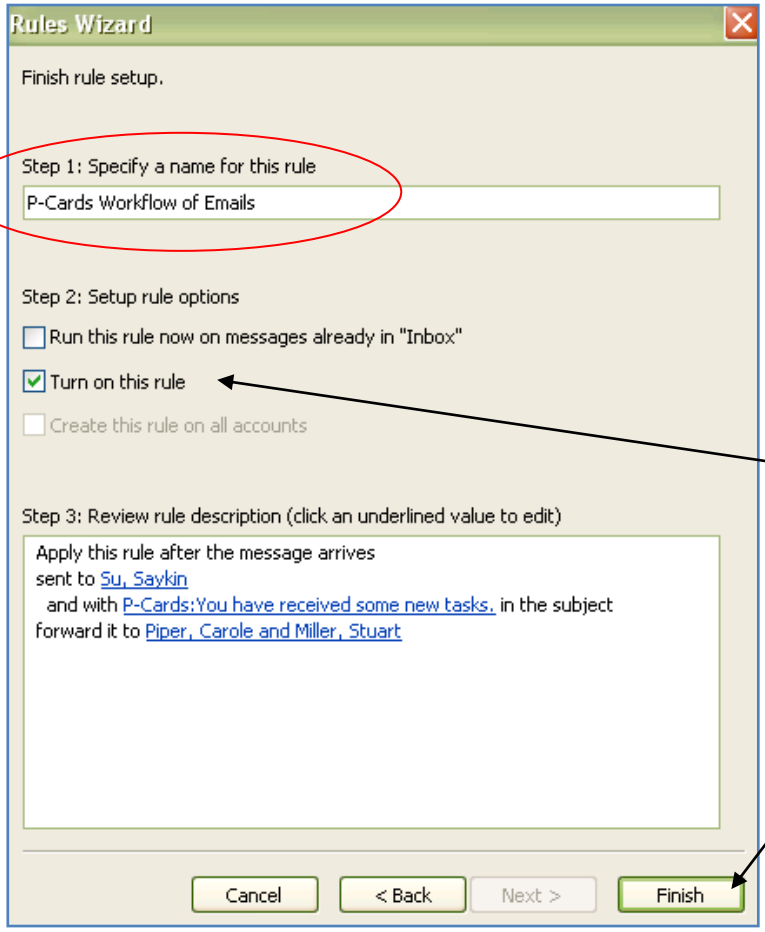


Search for the people who you wish to forward to. Each time you find that person, highlight their name and click 'To', they will be added to the box. You may select as many people as required. When done click OK

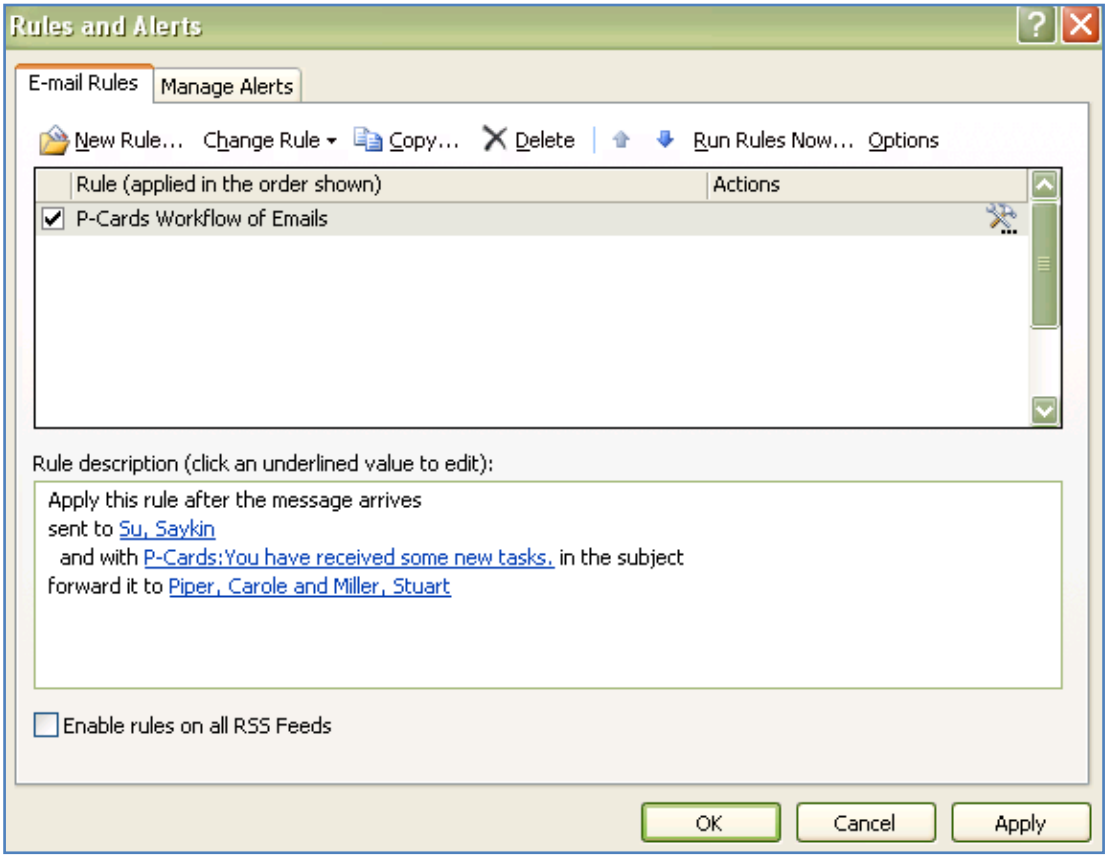
The Step 2 rule description should look similar to this:


Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
sent to Su, Saykin
and with P-Cards:You have received some new tasks. in the subject
forward it to Piper, Carole and Miller, Stuart

Now click 'Next'. And click 'Next' again, this will take you to the window as below. Here you can enter a rule name.


Rules Wizard
Finish rule setup.
Step 1: Specify a name for this rule
P-Cards Workflow of Emails
Step 2: Setup rule options
Run this rule now on messages already in "Inbox"
Turn on this rule
Create this rule on all accounts
Step 3: Review rule description (click an underlined value to edit)
Apply this rule after the message arrives
sent to Su, Saykin
and with P-Cards:You have received some new tasks. in the subject
forward it to Piper, Carole and Miller, Stuart
Cancel
< Back
Next >
Finish

The 'Turn on this Rule' flag should be ticked. Now click Finish.



Then Click Apply. The rule is applied. Then click OK.

The rule has now been created and will run on all new emails that satisfy the conditions as created.